

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, Indiana 46204



Michael R. Pence
Governor of Indiana
Nicholas W. Rhoad
PLA Executive Director

GENERAL INFORMATION FOR ALL OCCUPATIONAL THERAPY AND OCCUPATIONAL THERAPY ASSISTANT APPLICANTS

Submit all applications for licensure in typewritten form or clearly printed, answering each question on the application as accurately as possible.

Include with the application any additional required documentation and a check or money order in the appropriate fee amount made payable to the **“Professional Licensing Agency.”**

State Fees Schedule:

Application for Certification: \$100.00

Temporary Permit: \$50.00

Renewal of Certification: \$100.00

Reinstatement (penalty fee for less than 3 years): \$50.00

Letter of Verification (must be completed online through our digital certification process): \$ 10.00 (plus online processing fee)

All fees are non-transferable and non-refundable.

- In accordance with 844 IAC 12-4-2, it is the responsibility of the applicant and/or certificate holder to notify the committee of any changes in name or address in writing within thirty (30) days of the change. Failure to receive notification of renewal due to failure to notify the committee of a change of address or name shall not constitute an error on the part of the committee, board, or agency, nor shall it exonerate or otherwise excuse the certificate holder from renewing such certification.
- Applicants should allow two (2) to four (4) weeks for the processing and review of their application. It is illegal to practice as an occupational therapist or occupational therapy assistant during this processing time, until receiving certification approval from the committee.
- Applications will not be reviewed until the committee office receives all the required documentation. If your file is incomplete due to missing documentation, you will be notified by email regarding the status of your file within a week after the agency receives your application. The status letter will list all documents outstanding from your file.

- All pending files (incomplete) shall be closed after one (1) year, at which time reapplication will be necessary.
- Any notarized copy of any original document must include a statement from the notary that the notary has seen the original document.

If you answer 'yes' to any of the questions on the application, please submit the following along with your application:

- Typed and DETAILED explanation of the incident(s) must be signed and notarized.
- All court documents regarding the incident(s) explaining the charges, fines and current disposition
- Proof of completion of all court ordered remediation (i.e. probation, court ordered alcohol/drug treatment, community service, etc.)

Failure to submit the aforementioned information will result in the delay of your application. All positive response applications are subject to the review of the committee.

**EXAMINATION APPLICANTS
APPLICATION INSTRUCTIONS FOR
OCCUPATIONAL THERAPIST AND OCCUPATIONAL THERAPY ASSISTANT CERTIFICATION**

Examination applicants must submit the following:

1. Completed application with the \$100.00 application fee made payable to the Professional Licensing Agency.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. An official (certified) transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree that shows the degree conferred. Graduates of a foreign occupational therapy program must submit an official translation if the transcript is not in English. This must be mailed directly from the school.
4. Certified copy of Diploma or an original letter from the school indicating the applicant has completed the degree and has graduated (graduation date must be listed) and this letter must be signed by the program director/dean of program. The letter must have an original signature or the school seal if it's a stamped signature.
5. Criminal Background Check – all applicants must obtain a criminal background check prior to being issued a license or temporary permit. For information please go to the criminal background check link on the main page of this profession. Please note that you must wait until you have been notified by us that we have received your application before you obtain your criminal background check. If it is received prior to the date we received your application we will not be able to accept it and you will be required to do it again.
6. A notarized copy of a marriage certificate or an official affidavit indicating any legal name change, if your name differs from that on any documents.
7. Score report submitted directly to the Committee from the NBCOT.
8. If you answered “yes” to any questions on your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.

National Board for Certification in Occupational Therapy

All examination candidates must request the NBCOT certification examination application directly from the NBCOT. You may contact the NBCOT at (301) 990-7979 or visit their website at www.nbcot.org for more information.

TEMPORARY PERMIT INFORMATION

A person with a temporary permit may only practice occupational therapy or occupational therapy assisting under the direct supervision of an Indiana certified occupational therapist that is responsible for the patient.

Examination applicants must submit the following:

1. Completed application with the \$50.00 temporary permit fee, plus the initial application fee of \$100.00.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. Official transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree. The transcript must show degree conferred. Graduates of a foreign occupational therapy program must submit an official translation if the transcript is not in English. The must be mailed directly from the school.
4. Certified copy of Diploma or an original letter from the school indicating the applicant has completed the degree and has graduated (graduation date must be listed) and this letter must be signed by the program director/dean of program. The letter must have an original signature or the school seal if it's a stamped signature.
5. Criminal Background Check – all applicants must obtain a criminal background check prior to being issued a license or temporary permit. For more information, please go to the criminal background check link on the main page of this profession (www.in.gov/pla/3240.htm). Please note that you must wait until you have been notified by the agency that we have received your application before you obtain your criminal background check. If it is received prior to the date we received your application, we will not be able to accept it, and you will be required to do it again.
6. A Supervision Letter must be completed by the supervising Indiana certified occupational therapist indicating he/she will be providing direct supervision to the applicant. Original signatures must be on the form; no faxed copies will be accepted. No letter or other form will be acceptable.
7. Graduates of a foreign occupational therapy program must submit the NBCOT approval to take the examination.
8. If you answered “yes” to any questions on your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.

**ENDORSEMENT APPLICANTS
APPLICATION INSTRUCTIONS FOR
OCCUPATIONAL THERAPIST AND OCCUPATIONAL THERAPY ASSISTANT CERTIFICATION**

Endorsement applicants must submit the following:

1. Completed application with \$100.00 application fee made payable to the Professional Licensing Agency.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. Official transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree. The transcript must show degree conferred. Graduates of a foreign occupational therapy program must submit an official translation if the transcript is not in English. The must be mailed directly from the school.
4. Certified copy of Diploma or an original letter from the school indicating the applicant has completed the degree and has graduated (graduation date must be listed), and this letter must be signed by the program director/dean of program. The letter must have an original signature or the school seal if it's a stamped signature.
5. Criminal Background Check – all applicants must obtain a criminal background check prior to being issued a license or temporary permit. For more information, please go to the criminal background check link on the main page of this profession (www.in.gov/pla/3240.htm). Please note that you must wait until you have been notified by the agency that we have received your application before you obtain your criminal background check. If it is received prior to the date we received your application, we will not be able to accept it, and you will be required to do it again.
6. A notarized copy of a marriage certificate or an official affidavit indicating any legal name change, if your name differs from that on any documents.
7. A verification of your exam scores directly from the National Board for Certification in Occupational Therapy (NBCOT).
8. If you answered “yes” to any questions on your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.
9. Verification of state licensure must be completed by every state where you hold or have held a license or certification. This form needs to be submitted to the Indiana Occupational Therapy Committee by the state in which you hold or have held a license or certification.

TEMPORARY PERMIT INFORMATION

Endorsement applicants must submit the following:

1. Completed application with the \$50.00 temporary permit fee, plus the initial application fee of \$100.00.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. Official transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree. The transcript must show degree conferred. Graduates of a foreign occupational therapy program must submit an official translation if the transcript is not in English. The must be mailed directly from the school.
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6. A license verification from the state in which you are currently licensed/certified.
7. If you answered “yes” to any questions on your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.

A temporary permit expires the earlier of the following:

1. Applicant becomes certified.
2. Application for full certification is disapproved by the committee.

RENEWAL INFORMATION

All occupational therapy and occupational therapy assistant licenses expire December 31st of every even year regardless of when they were issued. Please also refer to information regarding the CE requirements for renewals listed on this website. Licenses issued within 90 days of their expiration date will not be required to renew until the following renewal cycle. If you prefer to have your license issued within this 90 day window, please notify our office in writing. If you have any questions regarding this policy, please contact us at (317) 234-8800.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

PROFESSIONAL LICENSING AGENCY

If you have questions concerning the application process, please call (317) 234-8800, visit our website at www.in.gov/pla/bandc/otc or email at pla14@pla.in.gov.

If you have any changes to the information you provided during the application process or after you are licensed (i.e. name change, address), be advised that it is your responsibility to update that information with the Professional Licensing Agency. To update your name, you must submit proof of change (marriage certificate, legal name change court document, divorce decree) by mail or fax, 317-233-4236. To update your address, you may submit this information by mail, fax, or e-mail at pla14@pla.in.gov, or by calling 317-234-8800.

Mailing Address:

Professional Licensing Agency
Indiana Occupational Therapy Committee
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-8800
Fax: (317) 233-4236